

## STORES CLERK I

### NATURE OF WORK

This is entry level manual and clerical work in a storeroom or supply yard.

Work involves assisting in the receipt, storage, maintenance and issuance of supplies, materials, property and equipment. Work includes assisting in the maintenance of inventory records and recommending purchases for replenishing stock. Employees in this class work independently under the general supervision of a technical superior who is consulted about non-routine functions. A Stores Clerk I may be placed in charge of a small stock room or supply yard or may be assigned to assist in a more complex one. May act for Stores Clerk II in his/her absence. Work is received through inventories and other records which reflect satisfactory fulfillment of duties.

### EXAMPLES OF WORK PERFORMED

Participates in receiving, unpacking and storing of supplies and materials in an orderly and convenient manner; makes all necessary pickups and deliveries as requested.

Examines incoming shipment for quantity, quality and damage; verifies invoice; informs supervisor of any discrepancies.

Stocks shelves and fills orders over counter; checks out tools as needed; insures all forms are properly completed.

Assists in taking inventory, keeps records of goods received, and keeps routine stores records; maintains or takes periodic inventory of supplies and materials on hand; informs supervisor of need to replenish inventory.

May use computer to locate items, monitor inventory, and update inventory.

Keeps place of work clean; sweeps floor and dusts furnishings; rearranges shelves.

May order and issue gasoline and oil.

Performs related work as required.

### DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of equipment, supplies, tools, parts and materials stored in stock room.

Knowledge of bookkeeping principles and practices as they apply to stores work.

Ability to prepare and keep routine store records and reports.

Ability to perform heavy manual labor.

Ability to deal tactfully and courteously with employees, vendors, suppliers and the general public.

#### DESIRABLE TRAINING AND EXPERIENCE

Graduation from senior high school and experience performing manual and clerical work in a storeroom or supply yard which includes the receipt, storage, maintenance, and issuance of a variety of storeroom supplies and/or equipment.

#### MINIMUM QUALIFICATIONS

Graduation from a senior high school or equivalent and some experience performing manual and clerical work in a storeroom or supply yard; or any equivalent combination of training and experience which provides the desirable knowledges, abilities, and skills.

#### NECESSARY SPECIAL REQUIREMENT

Possession of a valid State of Nebraska driver's license when operating a vehicle necessary to the satisfactory performance of assigned duties.

Revised: 9/73

Revised: 5/83

